

Basic Steps to Complete the ESEA/NCLB Consolidated Application in E-Grants

1. Log into the E-Grant system – User Id and Password established and sent by the Office of Public Instruction (OPI).
2. Menu page opens showing the available applications (grants) based on designated Security Roles.
3. **Select the Planning Tool** – Every Authorized Representative (AR) should have the Planning Tool on their menu.
 - Select the 2007-2008 Planning Tool and click “Copy to New Year” to copy last year’s goals into the 2008-2009 application. Or complete the Planning Tool for 2008-2009.
 - The Planning Tool must be completed prior to completing the application. The Planning Tool ties to the topics requiring program and budget information within the consolidated application.
4. Return to the Menu List page by using the link in the upper right corner of the page.
5. Select the **ESEA/NCLB Consolidated Application**

Contact Mary Graff, E-Grants Security Officer, at (406) 444-3448, if you do not have access to the planning tool or the appropriate programs.

Begin creating 2008-2009 application. Here are the steps:

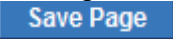

1. Click “Create Application” (image below) at the Application Select page.

Year:


Note: Pages need to be completed at both the consolidated “level” of the application and at the individual title program “level.” The application opens at the ESEA/NCLB Consolidated “level”.

2. Click the Contact Information Tab
 - Fill in summer telephone numbers.
 - Add additional staff to receive approval/disapproval e-mails at the bottom of the page. The e-mails are only sent to the AR and anyone listed at the bottom of the Contact Information page.
 - Add Title Program contacts, if applicable.
 - Save the page by clicking the button.
3. Click the Funding tab (opens Allocations Page)
 - Review allocations for each title program.
 - Transfer or Flex funds in the middle section of the page, if desired.
 - Refuse funds on the bottom section of the page, if desired.
 - Save the page by clicking the button.




4. Click the Topic Funding tab to review topics or select topics for ESEA Title VI, Part B, if eligible for that program.
5. Click the  button on the Topic Funding page, even if there are no updates.
6. Go to the **program "level"** of the application by using the **"Applications Sections"** drop down list in the upper right corner of the page.
7. Complete the program pages (all tabs under Program Detail) for each title program with an allocation. Remember to save all pages by clicking the  button.

For details on how to complete the program pages, refer to the "Instruction" link on every page. If necessary, click the "Contact Us" link at the bottom of the page for assistance.

8. Complete budget detail (tab under Budget Pages) for each title program with an allocation.
 - The district needs to budget the "Total Allocation Available for Budgeting" (pre-filled from the Funding/Allocations Page at the ESEA/NCLB consolidated "level").
 - Indicate the appropriate amount under each Purpose Category and Object Code until "Allocation Remaining (at the bottom of the Budget Detail page) equals \$0."
Note: The instruction link in the upper right corner of the Budget Detail page provides details about Object Codes and Purpose Categories.
 - Indirect cost calculation is done on the Budget Detail page for districts with an approved Indirect Cost rate:
http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY08_09/ApprovedIndirects/052808IndirectCostRates.pdf
Note: Title III is limited to 2%.
 - The "Maximum Indirect Cost" calculation is done by the system (Line E). Districts with an approved Indirect Cost Recovery rate can choose to budget that amount or less (Line G).
 - The Calculate Totals button allows a running total of budgeted allocations.
9. Complete Private/ Nonpublic Equitable Share pages (available under the Budget Detail tab)
 - Must be completed for every program with an Allocation Available for Budgeting.
 - Enter enrollment for Participating Private/Nonpublic Schools.
 - The last line displays Equitable Share for participating private/nonpublic schools.
 - Save the page by clicking the  button.



Remember "Instruction" link for completing pages!!

10. Once all program pages and budget pages have been completed for each title program with an allocation, go back to the **ESEA/NCLB Consolidated "level"** of the application from the drop down list in upper right corner.
 - Complete the Private/Nonpublic School Participation page(s).
 - Review application information for accuracy.
11. Click the Assurances Tab
 - The **Authorized Representative (AR)** is required to sign off, or agree, to Assurances for every title program with an allocation available for budgeting, before submission.
 - The AR clicks the check box on each applicable Assurance page and saves the page(s).
 - **The final step before going to the Submit page to run the Consistency Check is to click the  button on the Assurance Summary Page.** The AR must agree to the Assurances for any program that is funded.
 - Note:** Common Assurances (first tab under Assurances) and Assurance Summary (last tab under Assurances) must be signed and saved before submission.
12. Click the Submit Tab
 - Run the consistency check.
 - Correct any errors that display.
13. When all "edits" have been passed, a message to the AR stating "Warning: you are about to make final submission" will appear.
 - AR clicks "Submit to the OPI" button to submit the application.
 - Note:** If district staff with the LEA data entry role are running the consistency check, the button will say "Submit to LEA Staff" for review. The LEA data entry person has the ability to complete all portions of the application (includes running the consistency check to resolve errors) except the Assurances. The AR must complete the Assurances and make final submission.
 - Once the application has been submitted, the Application Select page will show status of "Submitted to SEA."
 - The AR and all individuals listed on the bottom of the Contact Information page will receive an e-mail notification when the OPI has completed the review of the application.
 - If the notice indicates the application is being returned for changes, the AR will need to check the Review Checklist, complete the



missing or incorrect information, run the consistency check and submit the application for full approval status. Otherwise, the e-mail notification will indicate that the district's application has been approved.

- The consulting button and functions have been removed for 2008-2009. OPI Staff will have the ability to view district applications at any point in the process. This will help the OPI assist districts with completing applications.

